

Safety Program Manager (Commercial Drivers License) - Executive Service

Job Overview

This position is responsible for performing work of considerable difficulty in support of Third Party program, Commercial Drivers License grants, Court Clerk Outreach, Haz-Mat, MedCert and other assigned duties or projects and performs related work as required. Manages the Commercial Driver License staff in the day to day operations.

Distinguishing Features

The employee in this class assists in planning, organizing, and managing the activities of the Commercial Driver License Program. Employees in this class have a major impact on complex policy development, implementation and evaluation, financial and budgetary control, organization and staffing, and planning activities in their respective agency. Work involves assisting in managing the Cooperative Driver Testing Program, Commercial Drivers License grant writing and administration, and Court Clerk Outreach program.

Examples of Duties and Responsibilities

1. Responsible for writing new grant applications.
2. Responsible for administering existing grants including approving monthly voucher claims, timely quarterly reporting, extending existing grants and closure of exhausted grants.
3. Works with other departments to communicate available grant funds in order to improve the operational capability of the Commercial Driver License Program.
4. Works with Federal Motor Carrier Safety Administration (FMCSA) to maintain a positive working relationship and open communication.

5. Responsible for administering and maintaining the Commercial Drivers License Third Party program.
6. Responsible for updating existing database, upgrading and implementing systems to manage growth and scope of the program.
7. Has overall supervisory responsibility for the preparation and maintenance of a very large volume of standard records and reports.
8. Assists the Branch Managers in the assignment, training, supervision, and evaluation of subordinate staff and their work; makes recommendations and decisions on human resource actions relating to employment, retention, promotion, demotion, transfer, and other human resource actions.
9. Assists in managing the activities of the Commercial Driver License Program and makes decisions on the merit of recommendations intended to effect improvements in economy, efficiency, and quality in these areas.
10. Responsible for the electronic reporting of Commercial Drivers License skills tests. Maintains and manages records and test scores in Commercial Skills Test Information Management System (CSTMS). Conducts periodic check of records to ensure reliability.
11. Responsible for organizing presentation materials, working with other departments to develop presentation material and securing meeting space if needed. Conducts annual training for third party testers.
12. Maintain a good working relationship with Administrative Offices of the Courts(AOC) in order to communicate current and new laws rules and regulations.

Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree, or an associates degree with five (5) years of experience in the same field of work.

To Apply

This is an executive service position. Interested applicants should send a resume to Kimberly Mantlo at Kimberly.mantlo@tn.gov . The State of Tennessee is an equal opportunity, equal access, affirmative action employer.